

# CITY OF BEAVERTON

## City Building Official

### General Summary

Provide overall management and administration for the Building Division including single family, and multi-family residential, commercial and industrial building inspections, plans examination and permitting.

### Key Distinguishing Duties

Overall responsibility for managing the staff and programs of the division.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Manage Building division operations. Develop, review, approve and implement division work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the Community Development department senior management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Manage staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring recommendations. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversees disciplinary process according to the collective bargaining agreement and City policy.
3. Provide technical, code and general information to the staff, public, construction industry and various design professional disciplines. Provide City's interpretation of the State Building Code and specialty codes and approve alternate methods of materials or construction. Consult with and advise contractors, builders and the public regarding building code requirements. Resolve problems in the interpretation, application and administration of the State Building Codes.
4. Ensure compliance of plans and specifications with State Building Codes, Fire Codes and applicable laws, rules and regulations. Ensure coordination of building, mechanical, fire, plumbing and electrical plan reviews and inspections with City Departments for project acceptance, permit issuance and occupancy.
5. Direct State Building Code plan review and permitting function. Ensure all codes and regulations are met. Ensure correct computation, collection, and accounting of fees. Direct State Building Code inspection programs.

6. Administer and coordinate the activities of the Board of Appeals. Schedule meetings and develop agenda.
7. Prepare, recommend and monitor division budget. Provide explanation for variances. Evaluate revenues and expenditure for the Building Operating Fund and make recommendations for adjustments to revenues and/or expenditures.
8. Prepare reports and City Council agenda bills.
9. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
10. Oversee the City's property addressing program. Administer the computerized permit system.
11. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
12. Produce an acceptable quantity and quality of work that is completed within established timelines.
13. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
14. Represent the Building Division and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
15. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
16. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
17. Participate in the City Emergency Management program including classes, training sessions and emergency events.
18. Follow standards as outlined in the Employee Handbook.
19. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

## **Other Functions**

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

## **Knowledge Required**

- ◆ Advanced knowledge of safety standards and work procedures related to building inspection.
- ◆ Advanced knowledge of state and local fire code regulations specific to new single-family and multi-family dwellings and commercial and industrial buildings.
- ◆ Expert knowledge of state and local building and mechanical codes, ordinances, rules, laws and regulations governing plans examination and inspections for single and multiple family dwellings, commercial and industrial structures.
- ◆ Expert knowledge of practices and principles of structural engineering, inspection, construction, or architecture, including safety design.
- ◆ Advanced knowledge of state and local codes, ordinances, rules, laws and regulations governing structural engineering, construction and inspection.
- ◆ Expert knowledge of techniques and methods of construction plan review and inspection.
- ◆ Expert knowledge of multi-family, commercial and industrial construction materials and methods.
- ◆ Working knowledge of state and local plumbing and electrical codes, ordinances, rules, laws and regulations.
- ◆ Expert knowledge of rules and procedures for the administration of building, mechanical, plumbing and electrical codes for multiple family, commercial and industrial structures.
- ◆ Advanced knowledge of new construction provisions of the fire code.
- ◆ Working knowledge of issues and trends in the construction industry.
- ◆ Expert knowledge of strategic planning methods with an emphasis on services related to structural engineering design, construction, plan review and inspection.
- ◆ Advanced knowledge of practices and principles of public/business administration and decision-making.
- ◆ Advanced knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of human resources management practices.
- ◆ Advanced knowledge of mathematics principles.
- ◆ Advanced knowledge of English grammar, spelling and usage.

## **Skills/Abilities Required**

- ◆ Expert ability to read blueprints and plan specifications.
- ◆ Expert ability to interpret standards, codes, ordinances, laws, regulations and rules related to building inspections and plan review.
- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Advanced ability to successfully manage the operations and budget of a department.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Advanced ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.

- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Advanced ability to build consensus.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Strong ability to use word processing and spreadsheet programs and other software applications as required for position.

### **Minimum Qualifications Required for Entry**

Bachelor's degree in civil engineering, architecture, business/public administration or related field and 8 years experience in building inspection or plan examination, including 3 years in a supervisory or management role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ State of Oregon Building Official Certification required.
- ◆ State of Oregon Building A level Mechanical Inspector certification required.
- ◆ State of Oregon Building 1 and 2 Family Dwelling Mechanical Inspector certification required.
- ◆ State of Oregon Building A level Structural Inspector certification required.
- ◆ State of Oregon Building 1 and 2 Family Dwelling Structural Inspector certification required.
- ◆ State of Oregon Building A level Plans Examiner certification required.
- ◆ State of Oregon Building 1 and 2 Family Dwelling Plans Examiner certification required.
- ◆ State of Oregon Building Fire and Life Safety Plans Examiner certification required.
- ◆ State of Oregon Post Earthquake Damage Inspector registration desired.

### **Working Conditions**

Regular focus on a computer; daily use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; occasional response to emergency conditions in off-hours; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

## Classification History

As of 10/97: Building Official

Revised: 1/98

New class specification title 1/98: City Building Official

Revised: 2/05

Revised: 1/1/09

Status: M2

FLSA: Exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date